



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

DRUG AND ALCOHOL TESTING POLICY FOR EMPLOYEES HOLDING A COMMERCIAL DRIVER'S LICENSE

Effective Date: August 28, 2006

Policy #: HR-08

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- I. PURPOSE:** To ensure fitness for duty by employees in positions that require a Commercial Drivers License (CDL). This policy is also intended to comply with applicable Federal regulations governing workplace anti-drug programs as identified in the DPHHS Human Resources Policy #150 titled Drug and Alcohol Testing.

This policy is limited in scope and is also intended to comply with 39-2-206 through 39-2-211 of the Montana Codes Annotated.

- II. POLICY:** Employees in positions that require them to maintain a Commercial Drivers License will be subjected to random tests to detect drug or alcohol use. Tests will be carried out in accordance with federal regulations.

III. DEFINITIONS:

Commercial Drivers License – A Montana Driver's License that authorized the licensee to operate a class of commercial motor vehicle (61-1-135 M.C.A.).

IV. RESPONSIBILITIES:

- A. The Safety Officer will maintain contact with a third-party agency contracted to randomly select employees whose position requires use of a CDL for drug and alcohol testing.

The Safety Officer will work with the Facility Maintenance Manager to schedule testing and maintain a record of all results.

- B. The Facility Maintenance Manager ensures all employees working in positions requiring a CDL comply with this policy and report for testing when selected.
- C. Identified employees subject to CDL requirements will perform assigned duties in a safe, productive, and healthy manner free from adverse effects of drug and alcohol abuse or misuse. Employees will report for and submit to drug and alcohol testing as scheduled.

V. PROCEDURE:

- A. Upon notification from the third-party contractor, the Safety Officer will contact the Facility Maintenance Manager to schedule drug and alcohol testing for employees as selected.

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 Todd Thun Date
 Director of Human Resources